

**SERVICE RECORD PAGE 4 ENTRIES REQUEST FORM**PREPARE ORIGINAL AND ONE COPY. FILE ORIGINAL IN T/R  
WHEN ENDORSED; FILE 2<sup>ND</sup> COPY IN UNIT FILE

Date: \_\_\_\_\_

UIC: \_\_\_\_\_

From: \_\_\_\_\_

To: Officer in Charge, PERSUPPDET \_\_\_\_\_

Subj: SERVICE RECORD PAGE 4 ENTRIES ICO \_\_\_\_\_  
(Rank/Rate, First Name, MI, Last Name, SSN)Provide e-mail address for quick confirmation that entry has been made.  
\_\_\_\_\_

## 1. Military schools and other training completed:

Title of course of instruction: \_\_\_\_\_

NAVEDTRA #: \_\_\_\_\_ COURSE #: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NEC EARNED: \_\_\_\_\_ GRADE: \_\_\_\_\_ CONDUCTED AT: \_\_\_\_\_

## 2. Advancement Requirements:

a. Completed Professional Course for \_\_\_\_\_, NAVEDTRA # \_\_\_\_\_  
with a grade of \_\_\_\_\_ on \_\_\_\_\_b. Completed Military course for \_\_\_\_\_, NAVEDTRA # \_\_\_\_\_  
with a grade of \_\_\_\_\_ on \_\_\_\_\_

c. Completed PARS for \_\_\_\_\_ on \_\_\_\_\_

## 3. Correspondence Course/PQS Completed:

CORRESPONDENCE COURSE/ PQS TITLE	WATCHSTATION # OR NAVEDTRA #	DATE COMPLETED	GRADE

## 4. College Course(s) Completed:

COLLEGE COURSE(S) TITLE	SCHOOL ATTENDED	DATE COMPLETED	GRADE

5. Awards Received: (i.e. Personal Military Decorations, Good Conduct,  
Unit/Campaign/Service, Good Conduct, Military-Related Letter of Commendation)  
(Attach copy of citation certificate for all except Unit/Campaign and Good  
Conduct Medal.)

AWARDS RECEIVED	DATE OF AWARD	AWARDING AUTHORITY/ REFERENCE CORRESPONDENCE	INITIAL

PSD ROUTING  
INDICATOR

DATE RECEIVED: \_\_\_\_\_

DATE ROUTED TO OPIM: \_\_\_\_\_

\_\_\_\_\_  
ESO/Training Petty Officer/E-mail

FIRST ENDORSEMENT

Date: \_\_\_\_\_

From: Officer in Charge, PERSUPPDET \_\_\_\_\_

To: \_\_\_\_\_

Subj: COMPLETION OF SERVICE RECORD PAGE 4 ENTRIES/PAGE 13 (OFFICERS)

1. Service record entry(ies) has/have been completed this date.  
\_\_\_\_\_

By direction